



**Manchester
Metropolitan
University**



**We aim to recruit,
develop and
motivate great
people to achieve
great things.**

Job Description



Title:

Grade:

Hours of Work: 37

Contract Duration: 3 years Fixed Term leading to an academic contract (subject to satisfactory performance)

Directorate	
Reports To (ie Job Title of Line Manager)	

Purpose of the Role

Key Responsibilities & Activities

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Person Specification

Skills and abilities

Essential

Desirable

General and specialist knowledge

Essential

Desirable

Education and training

Essential

Desirable

Relevant experience

Essential

Miscellaneous

Miscellaneous

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Date of Review:

Our values

People are at the heart of everything we do. The right people, drawn from diverse backgrounds and experiences, are central to the realisation of our ambitions.

We look to colleagues at every level to collaborate and contribute sharing their ideas, making their voices heard, and working together across teams.

We are student-centred, and people-led, championing an inclusive and diverse community, and celebrating our colleagues' successes and achievements.

Feel supported and valued as a member of our community.



We are student-centred

We place students at the heart of what we do, recognising every student journey matters and that every member of our University can positively impact the student experience.



We are people-led

We recognise everyone's contribution and strive to ensure that both our students and staff achieve their full potential. We develop our staff to succeed, support each other and recognise individual needs, knowing we can achieve more when we work together.



We are future-focused

We anticipate emerging opportunities and challenges and act on them; innovating to achieve real-world results and embracing change in teaching and learning as well as through our research.



We are inclusive

We champion equality, diversity and inclusion through a transformative employee and student journey. We enrich our communities, and respect and improve the world around us.



We are Manchester Met proud

We are proud to be a part of our University, and we are ready to tell the world about its successes. We are confident and enthusiastic about the difference we make in transforming lives and contributing to society.



Rewards and benefits



These are just some of the benefits, rewards and opportunities available to you as a member of our community.

Pay and reward

Receive a competitive salary recognising your skills and experience and benefit from national pay awards and a pay increase each year until you reach the top of your pay scale.

Living Wage Employer

We are proud to be an accredited Living Wage Employer. All staff employed directly and indirectly by the University are paid the Living Wage Foundation's accredited rate, which increases each year.

Contribution Zone scheme

There is a contribution zone scheme open to all colleagues at the top of their pay grade to recognise going above and beyond within their role. The use of contribution zones of pay grades is an important feature of the University's reward strategy, which gives all staff an equal opportunity to receive an additional increment to recognise exceptional achievement.

Staff Bonus scheme

To recognise staff whose exceptional performance and contribution is helping the University's strategy there is a staff bonus scheme.

Pension

Build up a guaranteed pension for life and have the peace of mind of life cover of three times your salary. By opting into our pension schemes, you will receive an average 22% employer contribution.

Recognition

Staff Awards

Our annual staff awards recognise outstanding contributions from individuals and teams. This peer led programme showcases the talent and commitment of colleagues and is an opportunity for us to come together and celebrate as one community at our live awards ceremony.

Long Service Award

Colleagues who have completed twenty years of continuous service with the University will receive an award in recognition of their commitment and loyalty to the organisation.



More rewards and benefits

Health and wellbeing

Access to free and confidential counselling and wellbeing support 24/7, 365 days a year through our employee assistance programme. Receive occupational health support through our external provider Optima.

Holiday entitlement

Enjoy 25 days annual leave (increasing to 30 after 5 years' service) at Grades 1-7 and 35 days for Grades 8 and above (pro rata for part-time staff) plus bank holidays and 3-4 discretionary Christmas closure days.

Work-life balance

Benefit from flexible working opportunities including hybrid working, working family and caring arrangements, with enhanced maternity, paternity, adoption and parental leave, and supportive sickness absence pay.

Career development

Whether you are looking at a more traditional career pathway or are open to the possibilities offered by a squiggly career, we want you to shape your career with us. This could be through Advance HE fellowship, our Academic Career Pathways, our Professional Services Career Programme or our Career Mentoring Scheme.

Our career model enables you to focus on your character, credibility, capability and career realities to advance your career.

For our academic colleagues, we offer career progression through the Academic Career Pathways and support for progressing from Lecturer to Senior Lecturer, Reader and Professor through our promotions processes.

Discounts and perks

We have an employee membership program with access to a range of discounts including gym membership, physical therapy, travel and a wide range of retail offers.

Travel

Our campus is easily accessible by public transport, and we offer staff discounted loans and passes for travel on buses, Metrolink and trains across the region. We also have an Electric Vehicle Salary Sacrifice Scheme and our discounted Cycle 2 Work scheme, plus use of campus cycle shelters, bike stands and shower facilities.



Our equity, diversity and inclusion statement

Manchester Metropolitan University is proud of its diverse community of employees, students and visitors.

A University with a voice

We are committed to creating an intentionally inclusive culture of belonging that promotes equity and celebrates diversity. We believe that having a diverse and inclusive workforce makes us a stronger university with better outcomes for our students, research and business partners.

Staff equity networks

We are advancing equity, diversity and inclusion (EDI) for all of our communities, striving to create a positive culture of inclusion for all.

The University values its five staff equity networks - Disability, Gender, Rainbow (LGBTQ+), Race and Working Parents and Carers. The staff equity networks provide a voice for University staff to engage with and consult on equality and diversity-related matters, policies and procedures.

Athena Swan Charter Bronze Award

We are proud to have received an institutional Athena SWAN Bronze award showing our commitment to gender equality. The charter aims to advance gender equality in HE and specifically seeks to advance the careers in Science, Technology, Engineering and Maths.

In May 2015 the charter was expanded to recognise work undertaken in Arts, Humanities, Social Sciences, Business and Law (AHSSBL), and in professional and support roles, and for trans staff and students.

The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women and makes explicit acknowledgement of intersectionality in its remit.

Race Equality Charter Bronze award

We have been awarded a Bronze Race Equality Charter Award by Advance HE. The award recognises our work to identify and commit to actions we will take to improve the representation, progression and success of Black, Asian and minority ethnic staff and students.



Manchester Metropolitan University
All Saints
Manchester
M15 6BH

mmu.ac.uk

0161 247 2000

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